



**POSITION DESCRIPTION**

<b>JOB TITLE: SCHOOL LIBRARY MEDIA SPECIALIST</b> Job Class: 5105		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Various	<b>DIVISION</b>
<b>BARGAINING UNIT: MTEA</b>		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Facilitates library media or instructional technology programs as aligned to school and district priorities. Promotes the use of multiple forms of media to support literacy development and leads students to become effective users of information and technology skills & tools necessary for college and career readiness. Oversees the School Library Media Program in accordance with the MPS Information and Technology Strategic Plan. Offers an equitable, multi-cultural setting and teaches all children to think deeply, critically and creatively.		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Maintains a broad knowledge of all facets related to the teaching assignment as related to the subject and grade level of the students. Uses research-proven practices to improve student achievement.
2. Incorporates the Common Core State Standards and the goals of the district as approved by the Board of School Directors. Implements Board policies as necessary to improve the educational environment.
3. Organizes material for instruction and presents and reinforces lessons as appropriate.
4. Actively plans with teachers and groups of teachers to integrate library services and multimedia materials with the instructional program
5. Develops and maintains an environment conducive to learning that prepares students to meet and exceed Wisconsin academic standards, through the integration of information and technology literacy with content learning across all disciplines (i.e. English Language Arts, Social Studies, Science, Mathematics, Health and Technology Education). High school library media specialists will help students become prepared for higher education, careers, and active citizenship
6. Builds and maintains resource collections that include both internal and external access points to support the educational goals of the school and the personal, developmental and curricular needs of students and teachers
7. Models the effective and enthusiastic use of books, videos, multimedia and other creative expressions of information as sources of pleasure and information

8. Evaluates student progress on a continuous basis and provides feedback to students, parents and appropriate staff members. Maintains accurate and complete student records as required by state law and Board policies.
9. Addresses different learning modalities, including auditory, visual and kinesthetic.
10. Uses appropriate classroom management strategies and relates well to the student population.
11. Participates as a member of the school's learning community to provide answers and guidance to students, parent and the general community. Participates in parent/teacher conferences to support the educational needs of the students.
12. Participates in ongoing professional development activities.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

**Experience Requirements**

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle lifting up to 25 pounds and frequent standing and bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY**

**ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**